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| <h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | <b>広報番号 :</b><br>Announcement No.                                                                                                                                                                                                                              | SRFJRMCMC-020-10                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | <b>募集締切日:</b><br>Closing Date                                                                                                                                                                                                                                  | <b>12 Jan 10</b><br>1 <sup>st</sup> Cut-off: 30 Nov 09<br>2 <sup>nd</sup> Cut-off: 21 Dec 09                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | <b>発行日:</b><br>Date of Issue                                                                                                                                                                                                                                   | 9 Nov 09                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>1.職種名 Job title ( 等級 Grade <u>5</u> / 語学等級 LAD <u>2</u> )</b><br><b>Production Specialist, #165</b><br><b>(生産専門職)</b><br>受諾可能な下位等級 Acceptable Trainee Level: 1-3<br><input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系<br>Administrative    Blue Collar Trade    Security    Medical                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | <b>募集人数</b><br>No. of Recruitment<br><br><b>1 名</b>                                                                                                                                                                                                            | <b>4.募集範囲 Area of Consideration</b><br><input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内)<br>Current MLC/IHA Employee within Activity<br><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内)<br>Current MLC/IHA Employee in commuting distance<br><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍)<br>Current MLC/IHA Employee Japan Wide<br><input checked="" type="checkbox"/> 外部 Off Base Applicant |
| <b>2.部隊 Activity</b><br><b>U. S. Naval Ship Repair Facility &amp; Japan Regional Maintenance Center,</b><br><b>Yokosuka (SRF-JRMC)</b><br><b>Lifting &amp; Handling Department (C-700),</b><br><b>Crane Maintenance Division (C-730,</b><br><b>Bridge Crane Branch (C732)</b><br><b>勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | <b>5.雇用の種類 Type of Employment</b><br><input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT<br><input checked="" type="checkbox"/> 常用 Permanent<br><input type="checkbox"/> 限定 Limited Term ( <u>  </u> ヵ月 Months ) |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww )</b><br>勤務日 Work Days : <b>月曜日 – 金曜日</b><br>勤務時間・休憩 Work Hours/Recess Period <b>08:00 – 16:45/12:00 – 12:45</b><br><input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>6.職務内容 Duties</b><br><br>Reviews crane repair documents, estimating required parts, material and manning. Maintains parts and material inventory. Coordinates crane maintenance scheduling. Prepares specifications for contractor maintenance work. Maintains a crane inspection and maintenance schedule. Tracks crane maintenance and repair status. Performs on-site evaluation of necessary repairs for planning and estimation. Reviews new lifting and handling equipment procurement specifications. Acts as point of contact for contractors. Develops knowledge of weight handling equipment part suppliers and maintains vendor catalogs.<br><br>Performs other related or incidental duties as assigned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>7.資格要件／身体条件 Qualification / Physical Requirements</b><br>a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level.<br>b. Must possess certification and maintain training required by the Navy Crane Center for Crane Maintenance personnel.<br>c. Knowledge of maintenance and repair of crane mechanical, structural and electrical system.<br>d. Knowledge of instruction, procedures, labor, and material requirements for maintenance planning and estimating of lifting and handling equipment.<br>e. Skill in operating computer software, such as Microsoft Word, Microsoft Excel, Microsoft Outlook, and Microsoft Access databases.<br>f. Ability to review crane repair documents/instructions to determine required actions and to estimate required parts, material and manning.<br>g. Ability to speak, read, and write English at average proficiency level (LAD- 2).<br><br>*An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.<br>1-4: a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level.<br>1-3: a. One year of general work experience. If applicant does not have such work experience, completion of 2-years junior college/2-years of technical school or 4-year degree in any field may qualify him/her at 1-3 level.<br><br><b>In addition, qualification #b for 1-5 level is not required at 1-4 and 1-3 levels.</b><br><br>*A handicapped applicant may be accepted, depending upon the degree and kind of disability. |  |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>学歴 Educational Background :</b> NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | <b>免許証／修了証 License/Certificate Required :</b> NA                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                         |

| 8. 提出するもの Application and Associated Documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 職務状況<br>Working<br>Condition |
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| <p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> Navy クレーンセンター発行のクレーンメンテナンス担当員用の証明書の写し<br/>(これらの証明書は 1-4 等級または 1-3 等級では要求されません。)</p> <p>Copy of certification required by the Navy Crane Center for Crane Maintenance personnel. (This certificate is not required at 1-4 and 1-3 levels.)</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)<br/>12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p> |                              |

| 9. 応募書類提出先 Office to Submit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                       |                             |
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| <p>内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 1800.):</p> <p>（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.</p> |                                                       |                             |
| <p><b>1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:</b></p> <p>〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22<br/> 米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka<br/> 内線/Extension 243-8152 JN Employment Division (N132)</p>                                                                                                                                                                                                                                                                                                                                                                                             |                                                       |                             |
| <p><b>2. 外部（非従業員）提出先 Off Base Applicants must submit to:</b></p> <p>〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka<br/> (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA<br/> 管理第一係 Management Section<br/> 電話番号 Phone 046-828-6959</p> <p>受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.</p>                                                                                                                                                                                                             |                                                       |                             |
| 事務処理欄 For Official Use                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                       |                             |
| 募集部隊担当者 Activity POC : SRFJPMC, Manpower Division (Code 1160), 軍電 (DSN) 243-4553 / 4554                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                       |                             |
| PD No.: SRFJPMC-733-001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | PD is accurate and current. Certified by Activity: sb | HRO: (11/4) mm 11/5 ms 11/5 |

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
提出された応募書類はお返ししません。 Submitted applications will not be returned.